

Wisconsin Document Depository Program

Retention and Weeding Policy

May 2014

Retention Guidelines

Regional depository libraries should keep at least one copy of each document for a minimum of five years and selective libraries should keep a copy of each document for at least two years.

It is not required that state documents be removed from the collection after the retention period. Documents of historical value may be vital to the depository library collection, and each library should evaluate the needs and collection policy of their library before discarding any Wisconsin documents.

Weeding Procedure

Superseded materials or materials with expiration dates may be discarded automatically. For other materials each library may follow its normal discard procedures and policies for weeding depository materials. Document librarians planning to do a significant weeding, especially of older Pre-1950s publications of state documents, should follow the weeding procedure before state documents are discarded.

1. Use the retention guidelines to select documents eligible for discard.
2. Compile a discard list which includes **Title, WiDoc number, OCLC number** and **Date**. (Other information to consider adding to the list if possible but not required would be the state agency.)
3. Email the list to the Wisconsin Document Depository Program, statedocuments@dpi.wi.gov. Upon review by the depository librarian, the Wisconsin Historical Society and Legislative Reference Bureau will be emailed the list and given first priority in selecting items from the discard list. (The timeline for response from WHS and LRB regarding the discard list is 1 month after they receive the list via email.)
4. After the deadline date, the discard list will be sent to the other depository libraries statewide and the libraries will be advised to contact the weeding library directly to coordinate requests and delivery of documents from the list. (The timeline for response from depository libraries regarding the discard list is 2 weeks after they receive the list via email.)
5. After Wisconsin depository libraries have had the opportunity to request materials, the list can be offered to other listservs and libraries as desired by the weeding library.
6. After shipping the requested documents to the appropriate libraries, discard the remaining documents.

For more information contact [Abby Swanton](#), Wisconsin Document Depository Librarian, (608) 224-6174.